



**GOVERNOR  
STIRLING**  
SENIOR HIGH SCHOOL

**Parent Information  
Booklet  
2023**

This booklet aims to provide parents/guardians and students with information on school operations, policies and expectations, and key staff in order to assist students to make a smooth transition to high school.

## Contents

School Information and Values	2
School Administration	3
Bell Times	4
School Attendance	5,6
Student Transport	6
Student Vehicles	6
Behaviour Management Policy	7
School Code of Conduct	7
Good Standing Policy	8
Drugs and Alcohol Policy	8
Homework Policy	9,10
Assessment Policy	10
Healthy Food and Drink Policy	10
Dress Code Policy	11
Responsible use of Mobile Technology Devices	12
Computer and Internet Use Policy	13
Bring Your Own Device (BYOD)	13,14
Video and Film Permission Policy	14
Privacy and Security Policy	15
Aboriginal Education	15
2023 Key Dates	16
General Information	17-19

## Governor Stirling Senior High School

At Governor Stirling SHS, we fully endorse the Department of Education strategic focus of 'Every Student Every Classroom Every Day'. Our school vision statements are based on high expectations, evidence-based teaching practice, quality curriculum and positive learning environment. We offer state-of-the-art facilities, including TV studio and Visual Arts and Media studios, extensive and fully-equipped engineering and technology rooms, a commercial kitchen, lecture theatre and modern purpose-built classrooms. We cater for students of varying abilities and backgrounds, offering the Department of Education Gifted and Talented academic program, an extensive range of academic and Vocational Education and Training (VET) programs and Approved Specialist Programs in Engineering, Artsmedia and AFL Football.

## The School Values

Governor Stirling Senior High School takes a proactive approach to teaching and celebrating positive student behaviour. Our five school values are the foundation for building a positive learning environment, and guide our daily interactions with each other. Teachers model and actively teach the values, and students are rewarded accordingly through the merit award system.

<b>Respect</b> Treat others with consideration, courtesy and fairness
<b>Responsibility</b> Acknowledge and accept the consequences of your actions
<b>Tolerance</b> Accept individual differences
<b>Honesty</b> Be honest, sincere and seek the truth in words and deeds
<b>Personal Excellence</b> Strive to achieve your best. Persevere

## School Administration

### Executive Team

Principal	Leo Surjan
Deputy Principal	Shaun Barton (acting)
Deputy Principal	Leonie Squire
Deputy Principal	Ashti Mullen
Manager Corporate Services	Frank Cavicchio

### Learning Areas

English	Tom Jones
Mathematics	Chee Liew
Humanities & Social Science and LOTE	Simon Bourke
Science	Shaun Barton
Physical Education and Health	Natalie Tempone
Technology and Enterprise	David Scuderi
The Arts	Olga Konstantouras

### Student Services

Program Coordinator	Monique De Jonghe
Program Coordinator	Jules Zaffino
Program Coordinator	Diane Thorn
Year Coordinator – Year 7	Sylvia Sippl
Year Coordinator – Year 8	Rhys Preston
Year Coordinator – Year 9	Courtney Bowe
Year Coordinator – Year 10	Andrew Davini (Tristan France term 1)
Year Coordinator – Year 11	Raj De Santis
Year Coordinator – Year 12	Rachal Hughes
School Chaplain	Mikayla Igglesden
Nurse	Maggie McGeachie
School Psychologist	Brooke Peden
Learning Support Coordinator	TBA

### Maali Centre

Program Coordinator Follow the Dream	Ewen Lawrie
Teacher	Perri Foster
AIEO	Troy Coleman
AIEO	Juanne Williams
DSG	Emily McGuire

### Special Programs

Gifted and Talented Education Coordinators	Ross Hamilton and Dean Sharman
Specialist Engineering Coordinator	David Scuderi
Specialist Artsmedia Coordinator	Michelle Hall (acting)
Specialist Football Coordinator	Andrew Davini and Sam Cavicchio

### School Based Program

Netball	Emma Cosh / Madeleine Hall
---------	----------------------------

### VET

Careers & Vocational Education Coordinator	Karen Clark
Career Practitioner	TBA

NOTE: Staff members are correct at the time of printing and are subject to change.

## Bell Times

Monday, Tuesday, Thursday,		
<b>Siren</b>	<b>8.45 am</b>	
<b>House</b>	8:50am - 9:05am	(15min)
Period 1	9.05am - 10.06am	(61min)
Period 2	10.06am - 11.07am	(61min)
<b>Morning Break</b>	<b>11.07am - 11.32am</b>	(25min)
Period 3	11.32am - 12.33pm	(61min)
Period 4	12.33pm - 1.34pm	(61min)
<b>Afternoon Break</b>	<b>1.34pm - 1.59pm</b>	(25min)
Period 5	1.59pm - 3.00pm	(61min)
<b>End of Day</b>	<b>3.00pm</b>	

Wednesday		
<b>Siren</b>	<b>8.45 am</b>	
Period 1	8.50am - 9.48am	(58min)
Period 2	9.48am - 10.46am	(58min)
<b>Morning Break</b>	<b>10.46am - 11.11am</b>	(25min)
Siren	11.06am	
Period 3	11.11am - 12.09pm	(58min)
Period 4	12.09pm - 1.07pm	(58min)
<b>Afternoon Break</b>	<b>1.07pm - 1.32pm</b>	(25min)
Siren	1.27pm	
Period 5	1.32pm - 2.30pm	(58min)
<b>End of Day</b>	<b>2.30pm</b>	

Friday		
<b>Siren</b>	<b>8.45 am</b>	
<b>House</b>	8:50am - 9:05am	(15min)
Period 1	9.05am - 10.05am	(60min)
Period 2	10.05am - 11.05am	(60min)
<b>Morning Break</b>	<b>11.05am - 11.35am</b>	(30min)
Period 3	11.35am - 12.35pm	(60min)
Period 4	12.35pm - 1.35pm	(60min)
<b>Afternoon Break</b>	<b>1.35pm - 2.00pm</b>	(25min)
Period 5	2.00pm - 3.00pm	(60min)
<b>End of Day</b>	<b>3.00pm</b>	

## School Attendance

It is expected that all students will maintain a high attendance record, more than 90%, and will be punctual to all classes. Students must supply parental notification for any absences to the absentee officer.

Attendance is a legal requirement which is your responsibility as parent/guardian. Teachers keep records for every period and these are reviewed by our Student Services team and Regional Office. Students should strive to minimise school absences. Parents/Guardians are required to provide evidence of student absences, most commonly with medical certificates.

An absentee note signed by the parent/guardian or a medical certificate must be produced within two days of that absence. Notes need to include student name, year, date of absence and the reason. Notice may be given by telephone before 9.00am to Student Services by phoning 6274 0331 or by submitting an online form through our school website (Parent Information tab) on the day of absence.

Student attendance is regularly monitored and parents informed of absences. Student Services will assist parents and students in clarifying attendance issues and the school rules.

Student attendance is recorded on their reports.

The Department of Education strongly encourages families and carers to plan family holidays and other avoidable absences, during the allocated school breaks. Special permission is required in advance to be obtained by the principal if leave during school term is required. Each request will be assessed individually for grounds of acceptable approval.

### SMS Absentee Messaging

Parents will be notified of daily absentees via SMS if no absentee has been notified to the school by 9.00am on the day of absence. Once a student has been registered as absent from school, an automated SMS message will be sent to the parent's mobile phone, usually between 10.30 am and 4pm. Parents can text message reply to the response.

### Truancy

Student absences are recorded during the first lesson of each day, and checks are made during each class session for the remainder of the day. Variations are noted and parents contacted if truancy is suspected.

### Sickness

In the case of absences extending beyond 2 days, a medical certificate must be provided with the absentee note. This is particularly important for students receiving government Assistance (e.g. Youth Allowance) or for senior students who are absent for assessment items (i.e. tests, examinations). Wherever possible, parents are urged to make private appointments for their children out of school hours. If an appointment during school time is necessary students must obtain an "Early Leaver's Pass" from Student Services. Students in Year 10, 11 & 12 whom are assigned externally from school grounds need to notify both the employers or external training agency and the school.

### Leaving School Grounds

During the school day, no student is permitted to leave the school grounds unless they have an Early Leaver's Pass, which is only provided after a note from a parent/guardian. For example, any student with a valid reason wishing to leave school before 3:00pm (Wednesday's at 2:30pm) must have a request note from a parent/guardian or an appointment card (doctor, dentist). Details must be entered into the early leaver's book in the Student Services office.

### Late to School

Students arriving after 8.55am, must report to the Student Services office and receive a late note before going to class.

Attendance is a legal requirement until the end of the year in which a student turns 17.

### Special Exemptions

A student may be permitted to leave school before the end of the seventeenth year if they are employed in a secure and guaranteed full time job or enrolled in a special course/TAFE, Traineeship or Apprenticeship, including midyear entry. Parents and students must complete a Notice of Arrangement form (supplied by the school). Final approval can only be granted by the Minister of Education.

## Student Transport

School buses will pick up students at the end of the day at the student bus stop along Third Avenue near Ford Street. This service is provided by Swan Transit. Students are expected to comply with all safety regulations and conduct themselves appropriately when using the bus service. Students will be issued with a photo identity SmartRider card for travel purposes. Rail services are also available from Woodbridge Station nearby. When crossing busy roads such as Great Eastern Highway, for their safety, students should use the guarded crossings or traffic control lights at all times. Parents are to pick up and drop students off safely in the parking bays along Third Avenue. For safety reasons and to avoid congestion, parents are requested NOT to drop off or pick up students at the roundabout at the front of the school.

*\*Note early close on Wednesday, students catching the bus will be supervised from 2:30pm until stated pick up times.*

## Student Vehicles

Students who use a motor vehicle to travel to school are not permitted to use these vehicles during their school day. The definition of a motor vehicle includes cars, motor bikes and motorised scooters.

Once the student vehicle has been parked the vehicle is NOT to be used again until the student leaves the school for the day. The only exception to this is if the student has a genuine appointment he or she needs to attend during the day, this fact needs to be supported by a permission note from parent.

All students who drive a vehicle to school are asked to park in the nominated student parking area. Students must follow appropriate signing out process at Student Services prior to departure.

Student vehicles are not permitted to be parked in Staff/Visitors car parks. Cars must be parked outside the school grounds in designated student parking bays. They should be left locked and are not to be used during school hours for any purpose. Students must register their car with the school.

Student drivers may not transport others students without the written permission of their parents and the parents of the students being transported.

## Behaviour Management Policy

Governor Stirling Senior High School operates on the belief that all students have the ability and the right to learn. Managing student behaviour is a shared responsibility with students, parents and teachers working to create a safe, caring and productive learning environment.

The Student Code of Conduct is based on the School Values of respect, responsibility, tolerance, personal excellence and honesty. The principles of restorative practice form the basis of the school approach to behaviour management. Restorative practice is the science of building social capital and achieving social discipline through participation, learning and decision-making.

The fundamental basis of restorative practice is that people are happier when those in positions of authority do things with them, rather than to them or for them.

### **The three principles of fair process are:**

#### **Engagement**

Involving individuals in decisions that affect them, by listening to their views and genuinely taking their opinions into account.

#### **Explanation**

Explaining the reasoning to everyone who has been involved or who is affected by it.

#### **Expectation clarity**

Making sure that everyone clearly understands a decision and what is expected of them in the future.

## School Code of Conduct

The Code of Conduct identifies for students, parents and staff, the specific requirements relating to students at Governor Stirling Senior High School. It is essential that students abide by the high expectations outlined in the Code of Conduct. The Code of Conduct underpins Governor Stirling Senior High School's Behaviour Management Plan which represents a whole school approach towards ensuring a safe, caring and productive learning environment.

### **Responsibility and Behaviour**

As a student at Governor Stirling Senior High School, I will:

- Respect the rights and property of other
- Treat all members of the school community with respect, regardless of race, religion, gender or sexuality
- Consider the safety of others at all times
- Respect and value the school environment
- Attend school, arrive on time and be prepared for class
- Wear the school uniform at all times
- Follow the classroom and school rules
- Actively listen to and respond to directions from school staff
- Complete all assessment tasks and study requirements to the best of my ability
- Support the school community by participating responsibly in school events



## Good Standing Policy

The GSSHS Good Standing Policy relates directly to the student Code of Conduct, which in turn is derived from our School Values of: Respect, Responsibility, Tolerance, Excellence and Honesty.

The Good Standing Policy provides a framework to promote and maintain high standards across all of the dimensions of student behaviour, focusing on the following target areas:

1. Commitment to academic success
2. Conduct

All students commence their school year with Good Standing. Students maintain their Good Standing by meeting the school's expectations in terms of the target areas above.

Students can achieve 'Advanced Standing' by consistently meeting the school's expectations and striving for excellence, and by making valuable extra contributions to the school community. This can include representing the school in sporting teams, music ensembles and other artistic endeavours, debating, volunteering, or playing a leadership role. Individual student Good Standing status will be monitored continuously and regularly communicated to students. Students who lose Good Standing will be given every opportunity and support to return to Good Standing within the given time frame.

## Drugs and Alcohol Policy

Governor Stirling Senior High School aims to provide and maintain a health promoting school environment which enables students to reach their full academic and personal potential.

Governor Stirling Senior High School does not permit any member of the school community, including students, staff and visitors while on school premises, at any school function, excursion or camp to:

1. Smoke or possess tobacco or vaping products.
2. Consume or possess alcohol.
3. Deliberately inhale volatile substances (solvents).
4. Possess or use pharmaceutical drugs for non-medical purposes.
5. Possess or use illegal drugs.
6. Possess or use drug-related equipment and knowingly be in the presence of others who are in breach of this policy.
7. Aerosol deodorants are NOT permitted at school.

Firm consequences apply for breaches of this policy.

# Homework Policy

In order to be a successful university-bound student at high school a student should devote a certain amount of time to homework on a regular basis.

## The recommended minimum times are:

**Year 7 and 8** - 1 hr per night, 5 nights a week

**Year 9** - 1.5 hrs per night, 5 nights a week

**Year 10** - 2 hrs per night, 5 nights a week

**Year 11** - 2.5 hrs per night, 5 nights a week

**Year 12** - 2.5 hrs per night, 5 nights a week

## Purposes of Homework/Study

1. Allows for practising, extending and consolidating work done in class.
2. Provides training for students in planning and organising time.
3. Develops a range of skills in identifying and using information resources.
4. Establishing habits of study, concentration and self-discipline which will serve students for the rest of their lives.
5. Strengthens home-school links.
6. Reaffirms the role of parents and caregivers as partners in education.
7. Provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children.
8. Challenges and extends gifted and talented children.
9. Preparation and revision for examinations.

## Homework Expectations

### Parents and Caregivers can help by:

1. Taking an active interest in homework.
2. Ensuring that there is time set aside for homework.
3. Encouraging and supporting students to complete homework.
4. Providing, where possible, a dedicated place and desk for homework and study.
5. Encouraging their children to read and take an interest in current events.
6. Encouraging students to focus on vocations.
7. Assisting teachers to monitor homework by signing completed work if requested and being aware of the amount of homework set.
8. Communicating with teachers any concerns about the nature of homework and their children's approach to the homework.
9. Alerting the school to any domestic or extracurricular activities which may need to be taken into consideration when homework is being set or corrected.

### Teachers can help by:

1. Ensuring students and parents or caregivers are aware of the school's homework policy.
2. Providing quality homework activities related to class work.
3. Setting a suitable amount of relevant homework which is appropriate to the ability of each student.
4. Ensuring that students are aware of what is expected of them, and how their work will be assessed.
5. Giving students sufficient time to complete their homework, taking into account, as far as possible, completing home obligations and extracurricular activities and homework set by other teachers.
6. Marking homework promptly and appropriately, maintaining homework records and providing feedback to students and parents or caregivers.

7. Alerting parents or caregivers of any developing problems concerning their children's homework and suggesting strategies that they can use to assist their children with their homework.

**Students can help by:**

1. Being aware of their school's homework policy.
2. Completing homework within the given time frame.
3. Alerting parents or caregivers to homework expectations.
4. Seeking assistance from teachers and parents or caregivers when difficulties arise.
5. Ensuring homework is of a high standard.
6. Organising their time to ensure that sufficient time is given to qualify homework within set deadlines.

## Assessment Policy

The full policy is available on the school web site and CONNECT and will be explained to your child at the beginning of the year. Below are the major headings within this policy document. Each of these headings explains the policy and the specific responsibilities of each member involved. The Assessment Policy is a very important document concerned with how and when your son/daughter's schoolwork is assessed. Please look on the website for the extended version.

## Healthy Food and Drink Policy

Our school is committed to providing healthier food and drinks for the school community and complying with the five elements of the Department of Education's Healthy Food and Drink (HFD) policy (see Appendix 1). The Australian Dietary Guidelines and the Australian Guide to Healthy Eating establish the basis for a healthy eating approach. A key message of the guidelines is to enjoy a wide variety of nutritious foods every day.

At Governor Stirling Senior High School, food and drinks categorised as 'red' will not be provided to students unless essential to the learning program.

A current copy of the full Department of Education's HFD policy and GSSHS's Healthy Food and Drink policy will be on permanent display in the school's canteen and made available via the school's website.

Students are discouraged from bringing any food and drinks that are categorised as 'red', parents are also discouraged from supplying this type of food and drinks.

Students are not permitted to have food delivered to school by Food delivery services such as, but not limited to: Uber Eats, Deliveroo or Menulog.

## Dress Code Policy

Governor Stirling Senior High School has a community-endorsed dress code in accordance with the Education Act of 1999. The school expects ALL students to be proud of their appearance and wear full uniform at all times. A high standard of dress, appearance and neatness from all students ensures a positive school image.

### General Requirements

- Clothing which has advertising is NOT acceptable – School Uniform must be worn
- Thongs, backless sandals etc. must NOT be worn – enclosed shoes must be worn
- Safety – specific requirements for uniform may be identified by subject areas

### Everyday Unisex Wear

- School navy/gold polo shirt with school logo
- School navy blue school shorts with gold trim
- School navy blue long track pant with gold trim
- School navy hoodie jumper with school logo
- School razer zip jacket with logo
- Enclosed shoes only (open back footwear is NOT acceptable)
- Socks - white, navy or grey socks

### Sport Uniform

School navy/white PE track suit pants or shorts with School PE navy/white polo shirts with Physical Education Logo. Students can also wear a coloured T-Shirt during carnivals only in support of their house.

### Special Events Uniform

Throughout the year some students such as; student councillors, debating, music and Gifted and talented students, will require to wear a formal uniform for special events. These students will need to purchase the school's formal white shirt and logo. Students will require to wear their own choice of solid black formal pant or skirt with stockings and black formal shoes. School blazers and ties will be provided by the school on loan through the Front Office.

Price list available on the school website.  
All school uniform items are available for purchase at Slater Gartrell Sports,  
66 Helena Street Midland phone 9274 5788.

## Responsible Use of Mobile Technology Devices

The decision to ban the use of mobile technology in schools is intended to remove the potential learning distractions for students, protect the privacy of staff and students, improve social connections at school and improve the health and wellbeing of students.

- For the purposes of this policy, 'mobile phones' includes smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds.
- All smart watches must be on 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.
- The use of mobile phones is banned on school grounds from the time students arrive at school to the conclusion of the school day.
- **It is preferable that students do not bring a mobile phone to school.**
- **GSSHS and its staff are not responsible for personal mobile phones owned by students that are brought to the school.**

**Please note, students are strictly prohibited from using their mobile phones to capture video or still images while at school, while travelling to and from school, or on school activities.**

### Family and Student Communication

All communication between parents/caregivers and students during school hours should occur via either Student Services or the front office administration. In an emergency situation, parents/guardians should contact the front office and staff will immediately inform the student. If a student wishes to contact a parent/guardian, they must do so during break times through Student Services. **Parents/caregivers are not to communicate with students via mobile phone during school hours.**

### Consequences for Inappropriate Use of Mobile Technology

In any instance where a student has a mobile phone visible while on school grounds, the following procedures will be followed:

#### First Occasion:

- The student will hand in their mobile phone to the teacher/staff member
- The teacher/staff member will hand over the mobile phone to Student Services at their earliest convenience where it will be logged and stored for the remainder of the day
- **At the end of the school day the student will be able to collect the mobile phone from Student Services.**

#### Subsequent Occasions:

- The student will hand in their device to the teacher/staff member
- The teacher/staff member will hand over the device to the Student Services/Deputy Principal at their earliest convenience where it will be logged and stored for the remainder of the day
- **At the end of the school day a Parent/Guardian will be able to collect the mobile phone from the Front Office/Deputy Principal. The mobile phone will not be returned to the student.**

*This mobile phone policy is an extension of the school Behaviour Management in Schools Policy. If at any time a student refuses to follow the instruction of a staff member, the Behaviour Management in Schools Policy and Procedures will be applied. This policy is guided by the new Student Mobile Phones in Public Schools Policy, effective from 3 February 2020.*

## Computer and Internet Use Policy

All users of the computer network at Governor Stirling Senior High School must accept responsibility for knowing the contents of the Governor Stirling Senior High School Computer Use Policy and must agree to abide by the policy. Failure to do so will result in student use of the computers being restricted to specific learning tasks, therefore restricting access. Students will not be able to access the computers unless directed by a teacher.

Students will be personally responsible for their actions and intentions when using the Internet. Students who breach this policy will be denied access to the school network.

### Internet Use

Users will not access News-groups or any type of social or chat line in the school network. Users will not locate, access or download any material that could be offensive to other students, teachers or parents. This would include – pornography, unethical or illegal solicitation, racism, sexism, offensive language or engaging in behaviour that contravenes the Governor Stirling Senior High School Behaviour Policy. Users will not locate, access or download executable software.

All material placed on the school website will:

1. Be checked for appropriateness and, as far as possible, accuracy.
2. Not violate copyright.
3. Not use the surnames of students and staff.
4. Not contain home addresses or home phone numbers of any individual; and
5. Not contain email or web address of students or staff.

### Email Use

1. Users will be respectful of others and use appropriate written expression; and
2. Users will not harass others with unsolicited material (jokes, pictures).

### Computer Use

Users will agree to use the school computers carefully and look after them.

### Copyright

Breach of copyright refers to copying information directly into your documents without acknowledging the source of that information. If users put information from the internet into their documents, they must not use material that has been directly copied or plagiarised and they must acknowledge sources in the correct referencing format.

## Bring Your Own Device (BYOD)

BYOD refers to students bringing a personally owned device to school for the use of learning. Students can bring devices to school that follow the required device specifications.

Governor Stirling Senior High School has chosen to partner with JB HiFi and HP Inc. for the BYOD program as they can offer a compatible laptop that meets DOE specifications guidelines which enables it to connect to our school network seamlessly. They also provide ongoing technical support for families which further support smooth integration with the school. BYOD has transformed the classroom by creating new opportunities for learning that ensures richer, more collaborative learning experiences.

If families decide not to purchase a laptop through JB HiFi and HP Inc., then please take the following minimum hardware and software specification into consideration. For the latest specifications please check the school website.

## Student and Family Responsibility

Students and Parents must.

- Ensure their device is safe and secure at all times.
- Ensure device is fully charged every morning before school.
- Students are to back up data at least once a week. In the case of lost data, the school's IT department will not be able to assist in trying to recover.
- Teachers must be given access to the laptop upon request.
- The expectation is that game playing, social internet browsing and indiscriminate communication across the campus will not occur.
- Students should minimise printing by submitting their work online using the online learning management system "CONNECT".
- Governor Stirling Senior High School will not accept responsibility for lost, damaged or stolen devices.

## Technical Support

JB HiFi or HP Inc. provides its own warranty and technical support. This will include the parent emailing their helpdesk with the details of the request, the laptop being dropped off at the school's front office where a JB HiFi and HP Inc. representative will pick it up. The device will then be attended to and be dropped off back at the school when it ready for collection (you will be contacted by JB HiFi or HP Inc. when the laptop is ready to be picked up). For those parents who are sourcing a laptop by themselves, please see the organisation's technical support and warranty for more information.

## Insurance

Students are responsible for the care of the device whilst at school as it is the student's property. We suggest parents check with their insurance company to confirm their level of cover. Please note that the school does not provide insurance cover for devices that are damaged, lost, or stolen at school.

## Video and Film Permission Policy

At Governor Stirling Senior High School, we recognise that Viewing and Listening forms a significant part of the curriculum. It is essential that we have written permission to show films and television programs – including the news and news commentary programs – documentaries and advertisements which complement our courses and make the students more critically aware.

We request that you check and sign the appropriate section of the permission form (included with enrolment package) giving us permission to show appropriate "G" and "PG" rated programs to your child. Should it be considered necessary to use "M" rated video due to there being no suitable alternative, a specific permission form for that particular video will be sent home by the class teacher.

If you have any queries, please do not hesitate to contact the school.

## Privacy and Security Policy

Department of Education Policy requires that Governor Stirling Senior High School gains parental/guardian permission before using visual images of students, such as photographs, outside the school environment.

Governor Stirling Senior High School will frequently use images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school. From time to time, we may also be asked to contribute to Department of Education materials such as educational videos and the "School Matters" newspaper. Governor Stirling Senior High School also has an Internet site, which may result in your child's image potentially being accessed worldwide through the Internet.

We request your permission to use any images of your child in some or all of the ways listed below:

1. School Website / CD ROM / Video / Newsletters / Magazines /Social Media or any medium in relation to school activities.
2. Promotional material for the Department of Education or Governor Stirling Senior High School Articles for West Australian / School Matters; and/or
3. Community Newspapers, Office displays.

We also request your permission to use your child's name in association with images, except that names will not be used on the school website. You are of course at liberty to withdraw your consent at any time by contacting the school in writing.

## Aboriginal Education

The Aboriginal Education Team at Governor Stirling Senior High School includes Aboriginal Islander Education Officers (AIEOs), Follow the Dream/Partnerships for Success (FTD) Coordinator and tutors, Wirrpanda Foundation Deadly Sista Girlz Coordinator and Mentor and a full time teacher.

This team, based in the Maali Centre, is dedicated to improving educational outcomes for Aboriginal students and offer a variety of programs and support to assist students. This includes:

1. Follow the Dream
2. Deadly Sista Girlz
3. In-class support
4. Mentoring and counselling
5. Assistance with traineeships

The Aboriginal Island Education Officers (AIEOs) support the education of all Aboriginal and Torres Strait Islander students in the following areas: teaching and learning, learning environment, behaviour, attendance and supervision. AIEO's focus on the importance of students feeling proud and strong in their cultural identity and support this through various activities and events such as dance groups, art projects, NAIDOC and participation in significant cultural events.

Follow the Dream/Partnerships for Success supports Aboriginal and Torres Strait Islander students from Years 7 to 12, who have the potential to attain educational success, are focussed on completing Senior School and gaining the Western Australian Certificate of Education (WACE) and attend school regularly. The program offers afterschool homework classes, tutors, excursions, camp and traineeship support.

The Deadly Sista Girlz program, delivered by strong Aboriginal and Torres Strait Islander role models, is a culturally appropriate healthy lifestyle program which aims to improve engagement and education. This program is delivered to Aboriginal and Torres Strait Islander girls from Years 7 to 12 and offers educational support, mentoring, traineeship support, football, excursions and camps.



## 2023 Key Dates

### Semester 1

**Term 1** Wed 1 Feb – Thurs 6 April

*Break Fri 7 April – Tues 25 April*

**Term 2** Wed 26 April – Fri 30 June

*Break Sat 1 July – Mon 17 July*

### Semester 2

**Term 3** Tues 18 July – Fri 22 Sept

*Break Sat 23 Sept – Sun 8 Oct*

**Term 4** Mon 9 Oct – Thurs 14 Dec

*Break Fri 15 Dec – Tues 30 Jan 2024*

There are several school development days decided by the school, where students do not attend.

### Students do not attend on:

Term 1: Monday 30 January and Tuesday 31 January.

Term 2: Monday 24 April (week 1) and Tuesday 25 April (Public Holiday).

Term 3: Monday 17 July (week1).

Term 4: Friday 24 November (week 7) and Friday 15 December (last day).

### Public Holidays WA 2023

New Year's Day	Sunday 1 January
New Year Holiday	Monday 2 January
Australia Day	Thursday 26 January
Labour Day	Monday 6 March
Good Friday	Friday 7 April
Easter Sunday	Sunday 9 April
Easter Monday	Monday 10 April
ANZAC Day	Tuesday 25 April
Western Australia Day	Monday 5 June
Queen's Birthday	TBA
Christmas Day	Monday 25 December
Boxing Day	Tuesday 26 December

Visit the school website [www.govo.wa.edu.au](http://www.govo.wa.edu.au) for all other important dates and events.

## General Information

### Additional Assistance Schemes

Financial assistance may be available from either the State or Commonwealth Governments. However, due to changes from year to year, it may be necessary to contact: Commonwealth Department of Employment, Education, Training and Youth Affairs. Contact Centrelink on 132 490 or at <http://www.youthallowance.centrelink.gov.au> or the Education Department (for State Government Allowances) telephone 9264 4111. If you have any queries or concerns relating to payment, please contact the school.

### Breakfast Club

Breakfast Club is run on the riverbank each morning from 8am - 8.30am. Foodbank partners with the school to provide students a free breakfast.

### Bicycles

Bicycles, scooters and skateboards must not be ridden in the school grounds. They need to be padlocked and parked in the DESIGNATED area adjacent to the courts, and not used during school hours. By law, students are required to wear a bicycle helmet.

### Buses/Trains

All students using public transport can access the discounted student fare using their SmartRider card. It is recommended lost cards be reported to Transperth Tel: 13 62 13, to be hot listed. Replacement cards can be ordered through the school library.

Students are required to comply with all bus safety and behaviour rules. Failure to comply may result in refusal of permission to travel on the bus or train.

### Cafeteria

The cafeteria will operate for the benefit of students and staff under the direction of the Parents and Citizens Association. Varied food items and drinks are available. As it is the major fund-raising done by the school, your support in its operation is essential. Parent help in the cafeteria is requested. Volunteers are rostered for one day per fortnight or whenever you are available. Please contact the cafeteria manager, Melanie Brittain on 6274 0326 if you can help.

### Chaplain

The Chaplain works at the school part-time and is located in the Student Service area of the school. The Chaplain offers pastoral care to the wider school community. This is available to staff, students and their families. Visits to the Chaplain are by appointment only made through Student Services.

### Connect

Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. It allows parents to view their children's assessment results and attendance. It is also a secure method for providing parents and students with important notices from the School.

Parents are automatically invited to join Connect via email at time of enrolment. Parents/carers are to accept the email invitation in order to complete the registering process. A unique password/pin is then distributed via email. Students also receive their own password/pin during school along with a student email account.

### Career Centre

Our career Centre has experience helping students find their career path, applying for part time employment. Information on choosing training and career options; help with resumes and job applications; University guides and TISC applications. Students can drop in during lunch and recess times. Parents are welcome by appointment.

### Health Centre

A Community Nurse works at the school part-time. The main role of the nurse is health education and health promotion. Visits to the Nurse are by appointment only made through Student Services. The Nurse is located upstairs next to room 3.05.

### Library

The school library is open before school from 8.15am and lunch time Monday - Friday. Students can study, read and play games both digital and tabletop.

Study group and Clubs are offered after school on specified days. Please ask library staff for further information.

There is a vast array of resources available for students to borrow. A two-week loan limit on magazines, fiction and non-fiction resources applies, but this can be extended upon request. Students use their SmartRider card for borrowing. Items that are lost or damaged are the responsibility of the borrower and a charge will be made for their replacement.

Digital resources are available to view via the school's subscription to TV4Education. Movies, documentaries and YouTube – all advert free – that are on the library catalogue can also be viewed outside of school grounds, provided you have an internet connection and password. Students and families simply log onto: <https://govo.librarysolutions.com.au/>

For any library related queries please email: [GovernorStirling.SHS.Library@education.wa.edu.au](mailto:GovernorStirling.SHS.Library@education.wa.edu.au)

### Newsletter

School newsletters are published once/twice each term as a way of conveying information to parents and guardians regarding activities at the school, general information, items of interest to parents and students, and as a reference for forthcoming events and important dates. All parents are automatically registered when entering the school. Newsletters are distributed via email. Hardcopies can be obtained through the front office. Extended family and friends can also register for a newsletter via our school website, Schoolzine link.

### Psychologist

A Psychologist works at the school part time. The role of the school Psychologist is to provide support and intervention to students with learning, behavioural, emotional and social issues. This work is achieved in collaboration with allied health professionals, staff, and parents to maximise students' learning potential. Students can see the Psychologist by making an appointment through Student Services.

### SEQTA

The school uses the app as an attendance platform and for Pastoral care communication. Parents will be given their own secure login once their child starts High School. The email is generated automatically through SEQTA and will prompt you to scan an AR code to up-load the app onto your device.

### Social Media

The school uses Facebook to keep the community of Governor Stirling SHS up to date with school achievements, class room learning and special events that are happening on a daily basis, keeping parents involved in their child/s school activities. [www.facebook.com/governorstirling](http://www.facebook.com/governorstirling).

### SmartRider Cards

All students commencing at the school will be issued with a free SmartRider card. Students requiring a replacement card are to report to the library either before school or at lunch time. Students are responsible for the cost of all replacement cards.

### School Ball

The annual School Ball is an extracurricular school activity organised for Senior School students in Year 11 and 12. It is an important event on the school calendar, one that students generally look forward to very much each year. The Ball is organised by the Year 11 & 12 Coordinators and the Ball Committee. The Code of Conduct applies to all school functions.

### Student Council

Governor Stirling Senior High School will maintain a student council. There will be two School Captains and a body of councillors comprised of students elected by each year group.

### School Telephones

School telephones are used to conduct official school business. Students may only have access to these telephones in an emergency and after having been granted permission to make a telephone call home by the Vice Principals or the Coordinators in Student Services.

### Vocational Education and Training (VET)

Vocational Education and Training (VET) opportunities are available to Year 10, 11 & 12 students and provide access to further education and training pathways and nationally recognised qualifications. Completion of certificates contributes toward attainment of the Western Australian Certificate of Education (WACE). Students are provided with information about the courses via Connect and through selecting their Year 11 and 12 subjects. School-Based Traineeships (SBT's) and School-Based Apprenticeships (SBA's) are available through a range of organizations. Successful students will gain a VET qualification and will receive a training wage whilst completing their traineeship or apprenticeship. Traineeship durations vary from qualification to qualifications and are a minimum of 18 months.

### Year 12 Awards Night

A formal ceremony is held in Term 4 each year to acknowledge and celebrate the completion of secondary schooling and their success. The school reserves the right to withdraw the privilege of attendance at the awards ceremony for any Year 12 who commits a serious breach of the School Code of Conduct.